

Civilian Personnel News



UPDATE

Issue Number 12-06

A bulletin published by CPAC, Fort Leonard Wood

Dec. 2006

In this Issue:

CPAC Directors Message	2
Weingarten Rule	3
Federal Employees Dental & Vision Insurance	3
Hours of Operation	4
CPAC Reminder	4
CPOC Web Site	5
NSPS Information	5
Leave Recipient Program	5
NAF Corner	5
Missouri Career Center	6
Health Care Professionals	6
Useful Internet Sites	7

Thrift Savings Plan	8
The Winners Circle	9
Flu Shots	9
ACS Announcement	10
DFAS Corner	10
Annual Leave for Members of the Uniformed Services	11
Winter Weather Guidance	11
Customer Feed Back	12
Editorial Policy	13



Director's Message

The National Security Personnel System (NSPS) is marching forward. The Civilian Human Resources Agency (CHRA) completed their first rating cycle the end of October 2006. It was a challenging time for everyone. In retrospect, it was a good thing that CHRA went first. As with any new system it took a while to work out the nuances, but eventually everything worked. Those smart system gurus will continue tweaking the system, so by the time employees falling under the Installation Management Command (IMCOM) and the Army Contracting Agency (ACA) transition to NSPS, it should be better. For MEDDAC and TRADOC employees, it should be at its best. Formal training will be provided on NSPS in February for those employees at Fort Leonard Wood under IMCOM and ACA. Class dates and times will be published soon.

Certificates of Completion for NSPS 101 must be presented when you arrive for formal training, so if you have not done so, please go to the following website. <http://www.cpms.osd.mil/nsps101/nsps/index/htm>. The training takes about one hour.

For those impacted (IMCOM and IMA), please create your student profile in the Civilian Human Resources Application Training System (CHRTAS) by going to <https://www.atrrs.army.mil/channels/chrtas/default.asp>. That way when the dates and times of the classes are published you can sign up for the day that is best for you. All supervisors are required to attend a two-day class and all employees are required to attend a one-day class.

Call your CPAC Advisor at 6-0927 if you have any questions on this subject.

Most importantly, the CPAC staff and I wish you a warm and happy holiday season. Be safe and come back to us in January 2007.



Sandra Kruse, Director
Civilian Personnel Advisory Center

**ANNUAL NOTICE OF EMPLOYEES' RIGHTS UNDER SECTION 7114 (2)(B) OF THE
FEDERAL SERVICE LABOR MANAGEMENT RELATIONS STATUTE
(WEINGARTEN RULE)**

If you're in a bargaining unit represented by one of the labor organizations at FLW, National Association of Government Employees (NAGE), or International Association of Fire Fighters (IAFF), or American Federation of Government Employees (AFGE), You have the right to a union representative at any examination by a manager, supervisor, or other properly designated official in connection with an investigation if – 1) you reasonably believe that the examination may result in disciplinary action being taken against you, and 2) you request a union representative.

ACT NOW

The Federal Employees Dental and Vision Insurance Program (FEDVIP)

**Please use www.BENEFEDS.com to access links for information regarding the
Federal Employees Dental and Vision Insurance Program (FEDVIP).**

**Eligible Federal employees and annuitants are to use this site starting in
Fall 2006 to enroll and manage their enrollment in the
Federal Employees Dental and Vision Insurance Program (FEDVIP).**

**To view premiums and frequently asked questions on OPM's FEDVIP site use the
following link www.opm.gov/insure/dentalvision**

The Open Season started on November 13 and ends on December 11, 2006.

**The Army Benefit Center – Civilian will be open until 12 midnight (CST) on 11
December only to help employees with the health benefit elections.**

Hours of Operation

Civilian Personnel (CPAC)

0900 – 1130 1230 – 1630

Building 470, Room 2205

573-596-0927

<http://www.wood.army.mil/CPO/Accept1.pdf>

Non-Appropriated Funds (NAF)

0900 – 1130 1230 – 1630

Building 470, Room 2204

573-596-0283

<http://www.wood.army.mil/mwr/>

Missouri Career Center

0800 – 1630

Building 470, Room 2203

573-596-0294

<http://www.works.state.mo.us/>

CPAC Reminder

The Civilian Personnel Advisory Center would like to take a moment to remind everyone that appointments with Human Resources Advisors and Assistants are encouraged. This will benefit everyone involved.

Human Resources Advisors and Assistants are available for appointments and or phone calls from

0900 – 1130 & 1230 – 1630

Monday through Friday

Call 596-0927 to set up your appointment today!!



Southwest Region Civilian Human Resources Agency

The CPOC web pages throughout the regions have now transitioned into Regional web pages. The SW Regional web page can be located at (<http://cpolrhp.belvoir.army.mil/swr>).

Having a hard time accessing the EBIS website or IVRS automated phone system? Not a problem; the Southwest Civilian Personnel Operations Center (SWCPOC) Helpdesk will be happy to assist you! They can be contacted at (785) 239-2000 or DSN 856-2000 and are available Monday through Friday from 7:00 am to 4:30 pm Central Time (CT).

Leave Recipient Program

There are many employees who need your generous donations of annual leave you cannot use before the end of the leave year.

Visit www.wood.army.mil/CPO/leavetra.htm for general information about the leave transfer program and forms to become a recipient, as well as to become a donor of leave time.

Please call (573) 563-6196 for a list of employees that are approved leave recipients or (573) 596-0520 for MEDDAC/DENTAC employees that are approved leave recipients.

NAF Corner

It's that time of the year again to update your addresses and employee status before the end of the year. W-2's will be mailed to the address on record so if you have moved please stop by NAF to update. If you have changed your marital status or have a benefit update you can update that as well. W-2's will be available online at the MY PAY website again this year. Check it out at mypay.dfas.mil.

NAF HR for Supervisors training is scheduled for 29 Jan – 1 Feb 2007. All participants must enroll in CHRTAS. If you have questions please call 573-596-0283 or stop by the NAF Personnel office. Hurry the class is limited in size and spaces are expected to fill quickly.

NAF has completed implementation on the Electronic-Request Personnel Action (E-RPA's) All requests for personnel actions are now routed electronically through the CPOL website.

Farewell: The NAF Personnel Office bids farewell to Linda Hertzberg who PCS'd with husband.

NAF Retirements for CY 2006: Jim Nunley



Need help with finding a job?

The Missouri Career Center provides a variety of services related to employment and training.

The Career Center has a "Self-Service" option available to job seekers in their resource center. Job seekers may search for jobs, prepare resumes, take a typing test, complete an aptitude/skills survey or view a variety of printed and on-line job information.

The Career Center also utilizes an automated job match system that is designed to match applicant skills with employer requirements. The automated system matches an applicant's skills, knowledge, abilities, salary requirement, and location availability to the requirements of the position as determined by the employer.

Resume service is also available. Resumes are stored in a database and are used with the on-line job matching system. A computer software package provides applicants with the option of preparing their own professional resume.

Individuals who have used the Career Center before may remember Missouri Works. As of June 1st the State of Missouri switched to using GreatHires.org. If experiencing any problems or any questions don't hesitate to give them a call.

573-596-0294
Bldg 470, Rm 2203
M-F - 8:00am to 4:30pm

HEALTH CARE PROFESSIONALS

Resumes are currently being accepted from Health Care Professionals interested in serving as Federal civilian employees at the General Leonard Wood Army Community Hospital (GLWACH) or at one of the Dental Clinics for the following occupations:

- ☞ Physician, GS-602
- ☞ Chiropractor, GS-601
- ☞ Dentist, GS-680
- ☞ Podiatrist, GS-668
- ☞ Optometrist, GS-662
- ☞ Diagnostic Radiologic Technologist, GS-647
- ☞ Audiologist/Speech Pathologist, GS-665
- ☞ Registered Nurse, GS-610
- ☞ Physician Asst., GS-603
- ☞ Pharmacist, GS-660
- ☞ Dental Assistant, GS-681
- ☞ Dental Hygienist, GS-682
- ☞ Dental Laboratory Technician, GS-683
- ☞ Licensed Practical Nurse, GS-620

Provide copies of your **college transcript, license, and resume** to:

Soldier Service Center, Bldg #470
ATTN: CPAC, Ste #2205
140 Replacement Avenue
Fort Leonard Wood, MO 65473

Or just come on in with your information!

Useful Internet Sites

- CPAC Homepage / FLW Job Announcements
- <http://www.wood.army.mil/cpo/employ.htm>
- CPOL Vacancy Announcements, Army Resume Builder, and Answer
- <https://cpol.army.mil>
- USAJOBS
- <http://www.usajobs.opm.gov>
- NAF Job Announcements
- http://www.fortleonardwoodmwr.com/nonappropriated_fund_employment.htm
- Army Benefits Center (ABC/Civilian) /TSP/ FEHB
- <https://www.abc.army.mil>
- Long Term Care
- <http://www.ltcfeds.com>
- FEGLI
- <http://www.opm.gov/insure/life/>
- MyPay
- <http://www.dfas.mil/mypay/>



THRIFT SAVINGS PLAN

The 2007 tax year is right around the corner! The Internal Revenue Service (IRS) Elective Deferral Limit for 2007 will increase to \$15,500 for regular TSP contributions. The limit for TSP Catch-Up contributions will remain at \$5,000.

Timing is critical if you plan on making a change to your TSP contributions for 2007. If you are paid by the Denver or Charleston Defense Finance and Accounting Service (DFAS), your first opportunity to take full advantage of the 2007 pay periods is November 26, 2006. Your election will be **effective** on December 10, 2006. Why so early? While you actually worked in 2006, this money is paid to you in 2007.

If you are paid by the Pensacola DFAS, your first opportunity to make changes will be, December 10, 2006. Your election will be **effective** on December 24, 2006.

Remember, to make any TSP changes or elections, visit the EBIS website or contact the ABC-C for additional information.

NOTE: You do not need to reenroll each year for regular TSP, however, due to the annual elective deferral limit you *will* have to make a TSP Catch-Up election each year.

The Winner's Circle with Lou Tice

"Captain of the World"

Most people have heard of the captain of a ship or the captain of a team. But have you ever heard of captain of the world? Have you ever worked for someone or lived with someone who acted like the captain of the world? Maybe you, yourself, are holding down that job right now.

If you are the captain of the world, you are very big on rules and on maintaining your particular brand of order. Words like "should," "have to," "ought to," and "must," show up often in your speech. For instance, on your way home tonight, try to be aware of your "inside the car" conversation when faced with traffic challenges!

You find that everywhere you look, everywhere you go, you run into inefficiency, incompetence, and people with annoying habits and inconsistencies. Thank goodness they have you around to tell them how to do it right!

Now, you know I'm being facetious, because no one ever feels thankful that there's a captain of the world around. In fact, they usually resent it and will often find ways to sabotage the captain or do things to deliberately shake things up.

You see, people just don't do well when all they hear is "you have to." This is called restrictive motivation. It's based on fear of what happens if you don't do something. While it may work for a while, it usually backfires.

So if you really want to motivate others and win their respect, resign your job as captain in charge of changing the world, effective immediately. Instead, take a look at what you might change in yourself to make the world a happier place. I did!

Lou Tice
The Pacific Institute
www.thepacificinstitute.com

The Winner's Circle with Lou Tice
Reprinted by permission of The Pacific Institute, Inc.
copyright 2006. All rights reserved.

Flu Shots

Civilian personnel can receive a flu shot by going to the Occupational Health Clinic on the 5th floor of the GLWACH between the hours of, 0730 - 1100 & 1230 – 1530. A Civilian Access Card (CAC) must be presented to obtain the immunization.

Army Community Service Relocation Readiness Program

DOES YOUR UNIT HAVE TRAINED SPONSORS?

Sponsorship Briefing is conducted on the second Thursday of every month at **1300-1400** in **Bldg 470, Room 2225**. The briefing is 1 hour in length.

Please call the Relocation Readiness office at 596-4347 to schedule your personnel for the next Sponsorship briefing.

We ask that you call and sign up or email gina.ray@wood.army.mil to ensure that enough class material is prepared, thank you for your assistance.

DFAS Corner

The eW-2, an electronic version of your Wage and Tax Statement, is a more efficient and faster way for you to receive your 2006 W-2. eW-2 will be available on line 9 Jan 07 for review, copy and printing.

The eW-2, complete with printing instructions, is compatible for tax purposes and allows you to print as many copies as you need without having to depend on saving a hard copy.

DFAS delivers personal pay information and provides the ability to process pay-related transactions timely, safely and securely to its members through myPay. The web-based system eliminates the risks associated with postal delivery by allowing you to access electronic tax statements and other financial information online. myPay matches existing industry standards for the highest level of encryption and security. This prevents customer information from being accessed by others on the Internet.

With myPay and the eW-2, you can get a jump start in preparing your tax forms and beat the crowds in getting your 2006 tax refunds.

Accrual of Annual Leave for Members of the Uniformed Services on Terminal Leave Performing Dual Employment

Section 1101 of the Act amends 5 U.S.C. 5534a to entitle an individual appointed to a civilian position while on terminal leave pending retirement from a uniformed service to accrue annual leave in the manner specified in section 6303(a) of title 5, United States Code, for a retired member of a uniformed service. This means agencies must determine the annual leave accrual rate for an individual appointed to a civilian position while on terminal leave pending military retirement in the same manner as determining the annual leave accrual rate for a retired member of a uniformed service appointed to a civilian position. The agency may count only certain military service as creditable service for the purpose of determining the employee's annual leave accrual rate (e.g., actual service during a war declared by Congress or while participating in a campaign or expedition for which a campaign badge is authorized and active duty when retirement was based on a disability received as a direct result of armed conflict or caused by an instrumentality of war and incurred in the line of duty during a period of war as defined in 38 U.S.C. 101(11)). This provision became effective on October 17, 2006.

Winter Weather Guidance

Winter Weather is here. The following snow or ice guidance is provided to you when you look out your windows and find your ground covered in white!

Listen to the following radio stations for information on whether or not to report for work or if there is a delayed opening. Do not assume a delayed opening has been declared until you hear it on one of these radio stations.

24 Hours

KJEL-Lebanon 103.7 FM
KJPW -Waynesville/St. 102.3 FM
KTTR-Rolla 99.7
KFLW- Waynesville/St. Robert 98.9 FM
KFBD-Waynesville/St. Robert 97.9 FM
KCLQ-Lebanon 107.9 FM

Starting at 0500

24 hours a day
0430 -2400
0600-2400
0600-1800
0800-1800
0600-1800

Normal Duty hours are 0730-1630. Liberal leave policies will be in effect.

Now is the time for managers to designate in writing which employees are critical and essential and must make every reasonable effort to report for work under all conditions.

If you are in doubt, your supervisor is just a phone call away. It is always advisable to keep the communication line open between you and your supervisor. Supervisors are required to account for the time you spend at work, time spent for excused absences, and time spent on leave.

CUSTOMER FEEDBACK FORM

Our goal is to provide TIMELY, ACCURATE and PROFESSIONAL service to all our customers. We need your feedback regarding the kind of service we provide so we can analyze how we are doing. Would you please take the time to complete the following items?

Please identify the type of personnel action we worked on. Thank you for your comments, suggestions and overall evaluation of our service.

PRODUCT IDENTIFIER (type of action):

Examples: evaluation of application, referral list, request for personnel action (RPA) number, processing of benefits, pay issues, job description, update of OPF, processing of award, nomination for training, responses to inquiry, etc...

- | | <u>YES</u> | <u>NO</u> |
|---|-------------------|------------------|
| 1. Was this action completed/service provided in an acceptable time frame? | ___ | ___ |
| 2. Do you think the product is accurate and represents good staff work? | ___ | ___ |
| 3. Did you get the kind of information you needed to make informed choices? | ___ | ___ |
| 4. Were our interactions with you courteous? | ___ | ___ |

Overall, how would you rate the product/service you received?

___Excellent ___Good ___Adequate ___Unsatisfactory

Please provide any comments/suggestions/recommendations you may have for ways that we can improve our service. We are particularly interested in specific feedback on any of the items you may have checked "NO".

If you would like a *personal response* to your suggestion or comments, please provide your name, phone number and electronic mail address.

Thank you for taking the time to complete this feedback form. My expectation is that my staff will provide prompt and courteous service to all our customers. The CPAC believes in "People Serving People."

Please mail this form directly to me, send it electronically to atztcp@wood.army.mil, or fax it to 573-596-0289. If you would like to discuss this or any other matter, I can be reached at 573-596-0280 or via email. I look forward to hearing from you.

Director,
Civilian Personnel Advisory Center
140 Replacement Ave, Ste 2210
Fort Leonard Wood, MO 65473-8935

Army Civilian Personnel Professionals - Helping Leaders- Meet the Mission

EDITORIAL POLICY

YOU ARE ENCOURAGED TO SHARE YOUR OPINIONS, IDEAS, AND SUGGESTIONS.
ALL CORRESPONDENCE MUST HAVE THE NAME AND LOCATION OF THE
ORIGINATOR IN THE EVENT THERE IS A NEED FOR ADDITIONAL INFORMATION.
PLEASE FORWARD COMMENTS, SUGGESTIONS, OR NEWS ITEMS FOR PUBLICATION
TO THE EDITOR,

EMAIL: atztcp@wood.army.mil



Even though yellow ribbons and United States Flags have been displayed for a while in support of our troops, continued prayers are offered for these troops and their families. We all wish the best for their safe return home.